

SECRET

COPY

EXHIBIT A

FUNCTIONAL STATEMENT, CHIEF, FISCAL DIVISION

I. MISSION

As a principal staff officer of the office of the Chief, Administrative Staff, the Chief, Fiscal Division, is charged with the accounting and audit control of all vouchered funds and reporting control for all vouchered and confidential funds appropriated for the operation of CIA [REDACTED].

II. RESPONSIBILITIES AND AUTHORITY

Within the limits of his assigned mission, the Chief, Fiscal Division, is responsible for, and has commensurate authority to accomplish the fulfillment of the duties as set forth below. He may delegate, except when expressly prohibited from so doing, to members of his Division appropriate portions of his responsibilities together with proportionate authority for their fulfillment, but he may not delegate or relinquish his over-all responsibility for results.

A. FUNCTIONS

1. Requisition all vouchered and confidential disbursing funds from the Treasury Department for the operation of CIA [REDACTED].
2. Examine requests for travel of employees and other civilian personnel rendering service for CIA [REDACTED], payment for which is made from vouchered funds for completeness and propriety and issue necessary travel orders.
3. Approve applications for travel advances and approve certifying officer and agent cashier bonds for vouchered operations.
4. Approve the granting of temporary lodging, separation and transfer allowances to employees paid from vouchered funds stationed abroad.
5. Establish and maintain accounting systems and procedures for the proper accounting to Treasury Department, General Accounting Office, and Bureau of Budget of all vouchered and confidential funds appropriated for the operation of CIA [REDACTED].
6. Establish and maintain audit processes for vouchered fund expenditures.
7. Examine personnel actions, purchase orders, job orders and contracts for completeness and propriety of payment.
8. Maintain reporting control of all tax and retirement deductions from vouchered and confidential payrolls.

SECRET

~~SECRET~~

Approved For Release 2003/05/14 : CIA-RDP78-04914A000200070016-2

9. Prepare and submit periodic and special financial reports as required.

10. Provide technical fiscal staff supervision of foreign field stations.

25X1

11. Prepare submissions to Comptroller General on overt fiscal policy matters.

12. Perform special audits of commercial firms records in connection with vouchered fund contracts.

13. Submit direct settlement claims involving vouchered and confidential funds to General Accounting Office.

14. Conduct fiscal training programs for administrative personnel assigned to Agency overt operating activities.

15. Furnish advice to CIA activities and individual employees in connection with fiscal matters pertaining to his office.

16. Conduct technical liaison on fiscal and related matters with the Treasury Department, General Accounting Office, Departments of State and Defense, Civil Service Commission, and such other agencies as approved by the Chief, Administrative Staff.

17. Review and recommend additions or changes to existing Agency regulations regarding fiscal matters.

18. Establish internal policies and procedures for the operation of his Division.

19. Prepare the annual budget estimate for his Division.

EXECUTIVE DIVISION

APR 3 1 00 PM '61

RECEIVED

Approved For Release 2003/05/14 : CIA-RDP78-04914A000200070016-2

~~SECRET~~